

**Statewide RFA Technical Assistance Calls  
Meeting Minutes**

<b>Date:</b> 06/07/17	<b>Time:</b> 1:30 – 2:30 pm	<b>Location:</b> Conference Call Conference line information: 877-873-8017 Participant code: 5396369
<b>County TA Questions</b>	<b>CDSS Response</b>	<b>Action item</b>
1) Is the Foster Parent College online training available yet?	The vendor contract is still being finalized.	Pending
2) If a resource family has 5 children in the home, can a sibling placement of two be placed in their home? The resource family's capacity is six. Will it require an Approval Update?	<p>SECTION 10-03: Capacity Determination of the <a href="#">RFA Written Directives Version</a> 4.1 (page 58) states a capacity may not exceed six, including adopted, biological, and guardianship children and children of a minor or nonminor dependent parent residing in the home.</p> <p>However, a County may approve a capacity greater than six in order to place <u>sibling groups</u> if all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>▪ The Resource Family is not a Specialized Resource Family.</li> <li>▪ The home is sufficient in size to accommodate the needs of all children and nonminor dependents in the home.</li> </ul> <p>The Resource Family Approval Certificate will need to be updated to reflect the capacity increase (reference section 6-08) and an Update Due to Significant Change will need to be completed (reference section 9-03).</p>	
3) Why do we need a TB screen to approve a resource family? It creates a barrier when approving families and most health providers will not conduct a TB screen.	Applicants and all adults residing in the home require either a TB screen or a TB test. The TB screen was included in the RFA Written Directive as an alternative to a TB test. The test is required to ensure the health of children being placed in the home. Reference section 5-02 and 5-03 and RFA forms 07 and 08.	
4) If an applicant withdraws do we use the RFA 09 form?	Counties would not use the RFA 09 Notice of Action form when a family withdraws their application. Pursuant to section 12-05(a), the RFA 09 is only used for denial or rescission of either Resource Family Approval or criminal record exemptions, and when there is an order of exclusion on an individual. County protocols determine how a family withdrawal is documented.	
5) If there is a smuggling conviction on a criminal background, would we complete a simplified or standard exemption? For example: If the applicant had four arrests that included a smuggling conviction.	A simplified exemption applies to cases where there is one non-violent misdemeanor conviction over 5 years old (or more than one misdemeanor conviction if they arose from the same incident). If the individual has a pattern of criminal activity (in this case, the individual has 4 arrest-onlys, plus a conviction), he or she would have to request an exemption. Please see BAG section 119(I.).	

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	A County will need to consult with their counsel if there are questions regarding California's equivalent crime when the crime occurred in another state or jurisdiction to determine its exemptible status.	
6) Can we include the written report in the adoption child's file?		Answer pending
7) Which RFA Written Directives Version does a County use for a denial? The version when the applicant signed the application or the current version when the application is denied?	A County would use the RFA Written Directive version that is in affect at the time the complete application was submitted. Reference section 5-03(c) in Written Directives Version 4.1.	
8) If a relative changes jurisdiction and was originally an out of county placement, which county is responsible to complete the RFA?	The county that begins the RFA process has to complete the process (approval or denial) with the family. If the family is approved, the approval can transfer to the new county.  If the family has just begun the process, they could withdraw their application and apply with the new family. However, this would delay their approval.	
9) Does any county have experience with a conditional RFA approval for a child specific placement?	Yes, an example from another County included not allowing the applicant to drive a child due to a suspended license.	
10) Does a County have 90 days to complete a RFA to avoid forfeiting federal funding?	No, a County does not forfeit federal funding. When a County temporarily places a child or nonminor dependent with a relative or NREFM on an emergency basis prior to Resource Family Approval, funding does not start until the family is approved. The approval should be completed within 90 calendar days of the date a child or nonminor dependent was temporarily placed with the relative or NREFM unless good cause exists. If good cause exists, a County shall document the reasons for the delay and generate a timeframe for	

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	completion. Reference the RFA Written Directives section 7-01(d)&(f).	
11) Where does a County include justification when an extension is needed for an approval passed the 90 day time period?	A County shall document the reasons for the delay and develop a timeframe for completion. Documentation would need to be included in the applicant family file.  Reference Written Directives Section 7-01(d).	
12) Where do counties need to submit serious incidents and county reporting requirements to CDSS?	At this time CDSS asks that all serious complaints and serious incidents be emailed to the RFA inbox at <a href="mailto:RFA@dss.ca.gov">RFA@dss.ca.gov</a> . Counties should also cc or contact their Licensing Program Analyst. A specific protocol for submission of the data reporting requirements has not yet been established. CDSS asks that counties maintain the information to be available for review by the Department as requested. Reference Section 4-03 and 9-06A.	
<b>Next Meeting:</b> June 21, 2017, 1:30 – 2:30 pm		